- **TAKHTI NO. 1 – Mufradat** – Alag Alag Huroof ko Mufradad Kehte Hai
- **TAKHTI NO. 2 – Murakabaad** – Mile Jule Huroof ko Murakabad Kehte Hai
- **TAKHTI NO. 3 - Zabar, Zair, Paish ko harkaat kehtay hain**
  - Harkaat ko jaldi padhein thoda bhi na Kheenchay.
  - Alif hamesha khaali hota hai, jo alif khaali na ho wo hamzah kehlaata hai.
- **TAKHTI NO. 4 - Huroof –e- maddah** - Huroof –e- maddah 3 teen hain " ی ـ ل و " WAAW,ALIF,YAA
  - Alif say pehlay zabar – Alif -e-Maddah
  - ya saakin say pehlay zair – Ya -e - Maddah
  - waaw saakin say pehlay paish – Waaw-e-maddah
  - In huroof ko thoda kheench kar padhein.
  - **Khada zabar,khadi zair,aur ulta paish**
  - Khada Zabar Ko Alif-e-Maddah ki Tarah Khinch kar padhe
  - Khadi Zair Ko Ya-e-maddah ki Tarah khinch kar padhe
  - Ulta Paish ko waaw-e-maddah kiTarah Khinch kar padhe
- **TAKHTI NO. 5 - Huroof –e- leen" 2 " do hain. " ی aur و "**
  - Waaw و sakin se pehle zabar ho to waaw-e-leen hoga
  - Yaa ی sakin se pehle zabar ho to Yaa-e-leen hoga
  - Hurf –e-leen ko narm aur maroof aawaaz kay saath jald padhein.
- **TAKHTI NO. 6 – MASHQ HARAAKAT, HUROOF-E-EMADDAH, HUROOF-ELEEN**
- **TAKHTI NO. 7 – Tanveen ka bayan -** Do zabar,do zair,do paish ko tanveen kehtay hain.
- **TAKHTI NO. 8 – Tanveen or Noon-e-saakin**
  - Jis Noon pas Jasam ho (Sukoon) usko Noon-e-sakin
  - Tanveen or Noon Saakin ki awaaz ek sa hoti hai
- **TAKHTI NO. 9 – Izhaar - Tanveen or Noon-e-saakin ka Qaida 1**
  - " خ غ ح ع ھ ء " In " 6 " chay huroof ko huroof-e-halaqi [ya huroof-e-izhaar] kehtay hain.
  - Tanveen ya noon-e-saakin kay baad huroof-e-halaqi mein say koi harf aaye to noon ki aawaaz ko saaf zaahir kar kay padheingay Isko izhaar kehtay hain.

- **<u>TAKHTI NO. 10 – Ikhfa - Tanveen or Noon-e-saakin ka Qaida 2</u>**
  - Noon ki aawaaz ko naak mein chupa kar padhnay ko ikhfa kehtay hain.Hurf-e-ikhfa“ 15 ”pandhra hain.“ **ك ق ف ظ ط ض ص ش س ز ذ د ج ث ت ”**
  - Tanveen ya noon-e-saakin kay baad hurf-e-ikhfa mein say koi harf aaye to noon ki aawaaz ko naak mein chupa kar padheingay.
  - Isi ko ikhfa kehtay hain.Ikhfa ki miqdaar-e- ek alif ya do harkaat kay barabar hai
- **<u>TAKHTI NO. 11 – JAZAM (Sukoon) – Qalqalah</u>**
  - Qaaidah:- Huroof-e-qalqalah “ 5 ”paanch hain.“ **د ج ب ط ق ”**
  - Jab in huroof par jazam,hoto inko padhtay, waqt in kay makhraj takkar kha kar alag ho jaatay hain, Is ko qalqalah kehtay hain.
  - Innke Alawa kisi jazaam wale hurf mai Qalqalah na hoga
- **<u>TAKHTI NO. 12 – MASHQ SUKOON (JAZAM)</u>**
  - Jis par jazam ho to peache wale hurf se mila kar padhte hai
  - Jazam Wale hurf ko saakin kehte hai
  - Hamza Saakin ke padhne me jhatka ho ta hai
- **<u>TAKHTI NO. 13 – TASHDEED</u>** - Jis harf par tashdeed ho usko do baar padheingay. Ek baar jazam kay saath pichlay harf say milaakar aur ek baar khud us harf ki harkat say.
  - Tashdeed ki adaai mein sakhti hoti hai.
  - Jis harf par tashdeed ho wo mushaddad kehlata hai.Sirf noon –e-mushaddad aur meem– e-mushaddad mein ghunnah hota hai. Aawaaz ko naak mein ghuma kar padhnay ko ghunnah kehtay hain.
  - Ghunnah ki miqdaar ek alif kay barabar hai.
- **<u>TAKHTI NO. 14 – RAA-E-SAAKIN OR MUSHADADA</u>**
  - Jazam wali Raa ko RAA-E-SAAKIN kehte hai
  - Tashdeed wale Raa ko RAA-E-MUSHADADA Kehte hai
  - Raa par Zabar ya Pesh Ho to Raa Pur Hogi
  - Raa par Zair Hai to Raa-e-saakina Baarik Hogi

- **TAKHTI NO. 15 - Huroof –e- qamari**
  - Huroof-e-qamari 14 hain, " ا ب ج ح خ ع غ ف ق ك م و ه ء ي " - In huroof kay shuru mein agar alif laam hoto alif laam ko padheingay agar alif laam say pehlay kay harf say milaakar padhein to sirf laam ko padheingay alif padha nahi jaayega.
  - **Huroof-e- shamsi**
  - Huroof-e-shamsi 14 hain " ت ث د ذ ر ز س ش ص ض ط ظ ل ن " - :- In huroof kay shuru mein agar alif laam hoto alif say harf-e-shamsi ko milaakar padheingay,agar alif laam say pehlay kay harf say milaakar padhein to laam ko nahi padheingay balkay harf-e-shamsi ko tashdeed day kar padheingay.

TAKHTI NO. 16 – LAFZ-E-ALLAH Ka Qaida

- Lafz e Allah se pehle Zabar ya pesh ho to lafz-e-Allah ka Laam Ko Pur Padhenge
- Agar Zair hoto Laf-e-Allah ka Laam Baarik padhenge (Baaki Har Laam Baarik Hoga)

- **TAKHTI NO. 17 – Waqf Karna Ka Qaida**
  - Zabar,zair,paish,do zair,do paish,par waqf karna hoto,kalimay kay aakhri harf ko saakin kar kay tahrein.
  - Do zabar par waqf karna hoto,usay ek zabar aur alif-e-maddah say badal kar padheingay.
  - Agar goal taa " ة " par waqf karna hoto wo taa [ة] haa–e-saakinah banjaati hai.
- **TAKHTI NO. 18 – TASHDEED MAA-A-TASHDEED (Yani tashdeed ke saath Tashdeed)**
  - Yani tashdeed ko do martaba padhenge
  - Agar do Tashdeed ayeto char martaba padhenge
- **TAKHTI NO. 19 – MADD KA BAYAAN – Madd ke 3 qism hai**
  - Huroof-e-maddah [ا ـو ـي] kay baad hamzah ek hi kalimay mein aaye to usay madd-e-muttasil kehtay hain. (2 ya 4 Alif ke barabar)
  - Huroof-e-maddah [ا ـو ـي] kay baad hamzah doosray kalimay kay shuru mein aaye to usay madd-e-munfasil kehtay hain. (do alif ya chaar harkaat kay barabar hai.)

- Huroof-e-maddah kay baad ek hi kalimay mein jazam ya tashdeed waala harf aaye to usay madd-e-laazim kehtay hain. (3 ya 5 Alif ke barabar)

- **TAKHTI NO. 20 – TASHDEED BAAD – E- HURF – E – MADDA**
- **TAKHTI NO. 21 - Huroof-e-muqatta-aat**
- **TAKHTI NO. 22 – MEEM SAAKIN KE QAIDE**
  - MEEM SAAKIN KE 3 QAIDE HAIN
  - Idghaam-e-shafavi:- Meem-e-saakin kay baad meem aaye to meem-e-saakin ko meem say milaa kar ghunnah kay saath padheingay.
  - Ikhfa-e-shafavi:- Meem-e-saakin kay baad " ب " aaye to ikhfa aur ghunnah kay saath padheingay.
  - Izhaar-e-shafavi:- Meem-e-saakin kay baad " ب " aur " م " kay alaawah koi bhi harf aaye to izhaar-e-shafavi hoga.
- **TAKHTI NO. 23 – IQLAAB – TANVEEN YA NOON-E-SAAKIN KA TEESRA QAIDA**
  - Noon ki aawaaz ko meem say badal kar padhnay ko qalb [ya iqlaab] kehtay hain.qalb ka ek harf " ب " hai. Tanveen ya noon-e-saakin kay baad " ب " aaye to noon ki aawaaz ko [zaahir kiye baghair] meem say badal kar ghunnah kay saath padheingay.Is ko iqalb kehtay hain.
- **TAKHTI NO. 24 – IDGHAM – E – YARMALOON – TANVEEN YA NOON-E-SAAKIN KA 4TH 0QAIDA**
  - Tanveen ya noon–e-saakin kay baad in chaar huroof [ی و م ن] mein say koi harf aaye to noon ki aawaaz ko naak mein ghumatay huway [ghunnah kartay huway] baad kay harf mein milaakar padheingay.Is ko idghaam ma-al-ghunnah kehtay hain.
  - Tanveen ya noon-e- saakin kay baad agar ر ل mein say koi harf aaye to noon ki aawaaz ko" ل " ya "ر " mein milaakar baghair ghunnah kay padheingay. [aur noon ki aawaaz nahi aayegi] Is ko Idghaam bila ghunnah kehtay hain.
- **TAKHTI NO. 25 – RASM-UL-QAAT**
  - Rasm-ul-qaat main Teen aise laafz hai jo likhe jata hai padhe nahi jate wo hai - " ی ا و "
- **TAKHTI NO. 26 – ALAMAT-E-WAQF**
  - Waqf ke mane teharana yani Quran-e-paak padhte padhte kistarah aur kaha na

tehre usske liye niche alaamate Quran-e-majid mai jagah jagah bani hoyi hai.